

About Department of Children's Services (DCS)

The Tennessee Department of Children's Services (DCS) is the state's public child welfare agency, overseeing child protective services, permanency and juvenile justice. DCS protects children who are victims of abuse or neglect and strengthens families through services that focus on family support and preservation. DCS staff responds to over 37,000 reports of child abuse and neglect a year. DCS employees 4000+ staff deployed across Tennessee.

Job Description

The **DCS Investigations Director** is responsible for overseeing internal investigations of the department. This position has five (5) direct reports. This position reports to the Assistant Commissioner, Office of Continuous Quality Improvement and is located in DCS' Central Office in Nashville, TN.

RESPONSIBILITIES

- Supervise the DCS Special Investigator 3 positions statewide and the Agency's Affirmative Action Director.
- Oversee Internal Affairs (IA) division which conducts IA and Prison Rape Elimination Act (PREA) investigations for the department. Provide oversight and professional development the IA staff.
- Screen and assign IA and PREA referrals. Review, proof, and approve IA reports for the Commissioner's approval. Consult with legal and human resources on appropriate actions required to conduct the investigation.
- Oversee DCS Code X program in partnership with the TBI, conducts NCIC checks on pending child placements. Conducts an intensive level of detail multiple check points and adhere to extensive federal compliance requirements.
- Oversee the Title VII and Title IX investigations of the department. Review, proof, and approve IA reports for the Commissioner's approval.

Requirements

- Graduation from an accredited college or university with a bachelor's degree and experience investigating fraudulent and criminal activities. Experience investigating fraudulent and criminal activities may be substituted for the required degree on a year-for-year basis to a maximum of four years (e.g. experience equivalent to one year of full-time work in fraudulent or criminal investigation may substitute for one year of the required education).
- **Necessary Special Qualifications:** *Applicants for this class must have:*
 1. A valid vehicle operator's license;
 2. Applicants for this class must have no conviction of a felony;
 3. Applicants must be willing to be fingerprinted and must have their fingerprints on file with the Department of Children's Services (TCA §71-3-533);
 4. Applicants must authorize release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to the Department of Children's Services (TCA § 38-6-144; TCA § 71-3-533);
 5. Successful completion of basic interviewing techniques and other required pre-service training offered by the Tennessee Department of Children's Services is required within six months of an employee's appointment to this position.

PLEASE SEND RESUME TO:
Martha Shirk, Executive Director of Human Resources
Expiration of job posting: April 30, 2018

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